

9/6/56

Chief, Management Staff

6 September 1956

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 5 September 1956

I. ACCOMPLISHMENTS

- a. Suggestion Awards Committee Meeting, 30 August.  
Committee approved 16 employee suggestions for awards totaling \$365, disapproved four, and considered two others.
- b. Promotion and Publicity.
  1. Letters to Suggestion Award Winners and Multiple Suggesters.  
Letters inviting new ideas were sent out to 140 award winners and 51 employees who have submitted 3 or more suggestions. Enclosed suggestion forms were coded to permit evaluation of this technique's effectiveness.
  2. General Electric Movie Film, "GE's Employee Suggestion Program."  
This four-minute film, used by G. E. as the commercial on their TV program, was shown at 30 August Committee Meeting.
- c. External Liaison with INCENTIVE Awards Offices of Other Agencies.
  1. Civil Service Commission  
On 31 August C/SAS discussed with Mr. Bernard Rosen and Mr. John Roth, CSC Incentive Awards Office, results reported by Agencies for FY 1956 and new promotion ideas.
  2. Navy  
On 5 September C/SAS visited Navy IA Office, obtained new posters, and received invitation to attend a 2-day conference of about 100 administrators of Navy Suggestion Systems to be held 30-31 October in Chicago at the annual convention of the National Association of Suggestion Systems.
- d. Processing
  1. Backlog Report  
Progress report is attached showing status of all suggestions received prior to 1 January 1956. Only 5% of these are still pending final decision (2077 closed out of 2202 received from March 1952 through December 1955)
  2. Round Robin - Packet 42 of 10 suggestions recommended for disapproval was sent to Committee members 30 August.

II. WORK IN PROGRESS

- a. All-Employee Newspaper on Honor and Suggestion Awards.  
Final copy approved by C/MgtS 4 September. Scheduled to be sent to

25X1

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